

**Kansas Department for Aging and Disability Services
Board of Adult Care Home Administrators
Meeting of September 14, 2012**

The Board of Adult Care Home Administrators met Friday, September 14, 2012 at 1:00 p.m. in Classroom C of the Kansas National Education Association Building, 715 SW 10th, Topeka, Kansas.

<u>Members Present</u>	<u>Staff Present</u>	<u>Others Present</u>
Amy Hoch Altwegg Wanda Bonnel	Steve Irwin Brenda Kroll Lisa Mendoza	Melanie Butler, AIT Susan Kelly, AIT Linda MowBray, KHCA Chris Scott, AIT Dawn Veh, KACE, Wesley Towers Dana Weaver, Leading Age Kansas Jan Pearson, Preceptor, Lakeview Village Louise Cordero-Lynch, K-State, AIT Roger Barnhart, AIT, Evergreen Lauren Trussell, AIT, Lakeview Village

1. Call Meeting to Order

Amy Hoch Altwegg, Chair, called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:15 p.m.

2. Minutes of Meeting 06/08/2012

This item will be carried over to the December 2012 meeting because there was not a quorum.

3. HOC Move – Governor’s ERO

Steve Irwin reported that in compliance with the Governor’s Executive Reorganization Order #41, the Health Occupations Credentialing Section was transferred from the Kansas Department of Health and Environment to the newly formed Kansas Department for Aging and Disability Services effective July 1, 2012. Staff made a physical move from 1000 SW Jackson to the New England Building, 503 S Kansas Avenue in July as well. This was a temporary move with a second move within the building to follow.

Mr. Irwin noted that HOC previously had a staff of 13 people but is currently down to a staff of five people. Some temporary workers are being utilized and it is hoped that there may be approval to fill some positions. The Department of Administration is currently conducting a position audit of the HOC positions. Staff are waiting for those results.

There have been some database issues because the server is still located at the KDHE building. Firewalls pose a problem for some reports normally provided to BACHA.

Mr. Irwin reported that a new project has been approved to move forward as of September 12, 2012 to automate the initial licensure process for Adult Care Home Administrators, Dietitians, Audiologists and Speech-Language Pathologists. Those professions can renew licenses online but the initial license process has been a paper process. A second project is the online CNA test. Still waiting to perfect it before it is deployed.

4. Reports

A. NAB Test Results

Brenda Kroll provided the NAB report for the second quarter of 2012. Ms. Kroll noted that a total of 14 candidates tested with nine of those passing for a 64.29% pass rate. This was a significant increase in pass rate from 35% pass rate for the first quarter of 2012.

B. Temporary License Report

Ms. Kroll explained that the temporary license report was not available for this meeting as it is one of the reports affected by the server location and firewall restrictions. Staff continues to work to try to access the information needed for this report.

5. NAB Candidates Requesting Exceptions Allowing Testing More than 12 Mos after Completing AIT

Ms. Kroll provided a summary of the request for a candidate that completed their AIT in 2005. The candidate has submitted a license application and license fee. Items already on file include: Transcripts, report of AIT completion, letters of reference, completed state examination. The only outstanding item for licensure would be passing the NAB examination.

The candidate submitted a letter providing information about why they feel they meet the 'good cause' requirement. In January 2012, the candidate returned to KSU to complete their Master's degree in gerontology and is currently enrolled in the Great Plains IDEA program and anticipates a graduation date of the Summer of 2013. The candidate noted that they have participated in a pretest seminar from KACE July 18 and 19, 2012.

The candidate was in attendance and was able to provide more information to the Board. However, because there was not a quorum, no action could be taken. A conference call may be scheduled so the Board can make a decision prior to the December 2012 meeting.

6. License Applicant

NAB Invalidated the Test Score

Ms. Kroll reported that NAB had informed HOC that they invalidated the test score for a Kansas candidate and the score would not be reported to Kansas. The score was invalidated because after the candidate completed the exam they posted a comment to the website www.indeed.com about their experience. NAB found that to be a violation of their Statement of confidentiality. In addition, the candidate will remain ineligible to take the exam again for 180 days from the date of the notice. After 180 days the candidate may reapply and will be responsible for paying all associated fees for taking the exam again.

Ms. Kroll noted that the notice was forwarded via email attachment to the members of

BACHA upon receipt in July 2012. The information was also forwarded to all AIT program coordinators so they could caution their students about any communications regarding their experience with the NAB exam.

7. **Status: ANE Investigation & Reporting Process Recommended Guidelines Document**

This was a carryover item to be discussed after the July 1, 2012 effective date of the Governor's ERO 41. Ms. Kroll explained that the document was drafted by a Special Task Force on Licensure Standards, Disciplinary Actions in December 1997.

After Board discussion it was determined a workgroup would be put together to include:

- KDADS, Survey, Certification, Credentialing staff such as Mary Jane Kennedy and Vera VanBruggen;
- Chair Hoch Altwegg
- KACE and other professional associations interested

After the group drafts suggested updates, those will be presented to the full Board for consideration.

8. **Letters of Exemplary Performance and Zero Deficiency Letters**

Mr. Irwin read excerpts from five zero deficiency letters for: Leanna Chaffee, Brewster Health Center, Topeka; Nancy Rozzelle, Larksfield Place, Wichita; Diane Peters, Coffey County Hospital LTCU, Waverly; Teresa Achilles, Cheney Golden Age Home, Cheney and Dennis Hachenberg, Anderson County Hospital LTCU, Garnett. Excerpts from one letter of exemplary performance was also read for a letter awarded to Eugene Meyer, Lawrence Memorial Hospital SNF, Lawrence.

10. **Other Business**

Ms. Kroll noted that the list of BACHA members will be updated to reflect the correct expiration dates. Terms were extended by year in compliance with the changes with the passage of HB 2471.

11. **Public Comment**

Chair Hoch Altwegg invited the AIT students who were present at the Board meeting to introduce themselves.

Adjourn

The meeting adjourned at 1:45 p.m.